

January 2009 - Job Readiness Calendar - Auburn One Stop

The following sessions have been scheduled at the Auburn One Stop Career Center, 11548 E Avenue, Auburn, CA 95603, (530) 823-4631.

Facilitated by Diana Loeffler of Placer County. See reverse for session descriptions.

**Note: Orientations will be given at initial one stop visit.
Please bring your Social Security Card and Photo ID Card to your orientation.**

(MON)	(TUES)	(WED)	(THURS)	(FRI)
29 DECEMBER 8:30-11:30 Job Readiness/Resumes/Applications Master Application CalJOBS Resume/Using the One Stop Personal Resume 1:00-4:00 Job Search	30 DECEMBER 8:30-4:00 Job Search Auburn One Stop Staff 1:30-2:30 Successful Interviewing	31 DECEMBER 8:30-9:45 Interviewing Techniques How to Dress for an Interview Answering Interview Questions Mock Interviewing 10:00-11:00 MicroSkills (Bring Print out) 1:00-4:00 Job Search	1 JANUARY ** OFFICE CLOSED **  NEW YEARS DAY!	2 (Auburn One Stop closed)
5 8:30-11:30 Orientation / Job Readiness / Resumes/Applications Master Application CalJOBS Resume/Using the One Stop Personal Resume	6 8:30-4:00 Job Search Auburn One Stop Staff 1:30-2:30 Resume writing	7 8:30-4:00 Job Search Auburn One Stop Staff 10:00-11:00 Successful Interviewing	8 8:30-4:00 Job Search	9 8:30-4:00 Independent Job Search (Auburn One Stop closed)
12 8:30-4:00 Job Search Auburn One Stop Staff	13 8:30-4:00 Job Search Auburn One Stop Staff 1:30-2:30 Master Application/Cover Letter	14 10:00-11:00 MicroSkills (Bring Print out)	15 8:30-4:00 Job Search	16 8:30-4:00 Independent Job Search (Auburn One Stop closed)
19 8:30-11:30 Orientation / Job Readiness / Resumes/Applications Master Application CalJOBS Resume/Using the One Stop Personal Resume Goal Setting 1:00-4:00 Job Search	20 8:30-4:00 Job Search Auburn One Stop Staff 1:30-2:30 Informational Interviewing	21 8:30-4:00 Job Search Auburn One Stop Staff 10:00-11:00 Resume writing	22 8:30-4:00 Job Search	23 8:30-4:00 Independent Job Search (Auburn One Stop closed)
26 8:30-4:00 Job Search Auburn One Stop Staff	27 8:30-4:00 Job Search Auburn One Stop Staff 1:30-2:30 Successful Interviewing	28 1:30-2:30 MicroSkills (Bring Print out)	29 8:30-4:00 Job Search	30 8:30-4:00 Independent Job Search (Auburn One Stop closed)